

Montague Public Libraries Trustees Personnel Committee Minutes

When: 6:00, Monday, November 4, 2024 / Where: Zoom

Attendees: Pam Allan, Margot Malachowski, Gretchen Wetherby

Library Director: Caitlin Kelley

- 6:01 Call to order. Minutes approved.
- 6:03 Caitlin gave an update on staff assessments. She will start in January. Staff will be assessed in conjunction with their anniversary date.
- 6:05 Caitlin discussed staff positions and wages with Town Administrator Walter Ramsey. He is considering how to handle this townwide. Caitlin let us know that another substitute just gave her notice. Caitlin has received eleven applications combined for the part-time Saturday position and substitute positions. She and Angela will conduct the interviews.
- 6:15 Prior to the meeting, Caitlin provided a list of her achievements over the last year. Margot presented a draft performance appraisal to Caitlin and the committee. Caitlin and committee members will continue to review the draft over the next few weeks. Caitlin will identify objectives and performance measures. We will finalize the appraisal at our next meeting.
- 6:50 Next meeting: Monday, December 2 at 6:00pm, Zoom.
- 6:51 Adjourned

Respectfully submitted,
Margot Malachowski, Trustee
Montague Public Libraries Trustees